PRIDE IN PLACE
LED BY YOU – BACKED BY UK GOVERNMENT

MINUTES

**Board Title:** Chalvedon Neighbourhood Board
**Date:** 02 July 2026
**Time:** 12:20pm-13:30pm
**Location:** Northlands Primary School
**Chair:** Jay Robinson
**Serviced by:** Olivia Dourado

**Attendees:**
**Jay Robinson (Chair)**
**Janice Strachan**
**Olivia Dourado**
James McMurdock MP
**Maz Uluhan**
Ward Councillor (TBC)
Rebecca Rees
**Debbi Robinson**
**Viktor Underwood**
**Diane Brown**
Grant Taylor

**Guests:** **Tonic / Ben Figg**

| No. | Agenda Item | Purpose | Description | Lead |
|---|---|---|---|---|
| . | **Welcome and apologies** | **For discussion** | Approval of minutes 19.06.2026 for publication and action log updates. **(Chair approval given)**<br>Members are invited to declare any conflicts of interest at this point in the meeting **(No declarations 02.07.2026)**<br><br>**Apologies;**<br>Grant Taylor<br>Rebecca Rees<br>James McMurdock MP (Proxy in attendance) | **Chair** |
| 2. | **Northlands Primary school – Ben (Head teacher)** | **For awareness** | Key areas of discussion<br>• The school is located in an area of high deprivation with 46% of students on pupil premium compared to 19% national average.<br>• The school itself has become its own centralised community, but there is a lack of the wider sense of community and belonging.<br>• The school has been taking on additional support roles such as funeral planning and health care, this is outside of their remit and capacity to be able to continue this support, although being seen as a safe and trusted place to ask for this advice it shows a need for a community hub where such services can be accessed by all.<br>• Overall sense of 'No one cares about Pitsea' this view is also shared by young people.<br>• Lack of opportunities to be successful, gain life experience and learn new skills.<br>• Drug dealing and sightings of weapons outside – Police have been called but have advised this is not a priority and they will likely be gone by the time the arrive. Maz countered in saying he has experienced similar issues and stated he has spoken with | **Ben Figg** |

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| | | | police who have stated they have a lack of trained officer who can respond to calls of such nature.<br>• **Action** – Olivia to contact Basildon Inspector and Local Sergeant to provide clarification on concerns raised. (Complete – waiting for response) | |
| **3.** | **TONIC** | **For awareness/ discussion** | Positive themes emerging;<br>• Strong sense of community and belonging. (Board members disagreed with this sentiment highlighting that this may have been confused with social circles rather than communities).<br>• There are good grass roots provisions.<br><br>Concerns highlight from those surveyed;<br>• Improvements needed for the look and feel of the area, there is a lack of bins and artwork but there is lots of rubbish, broken pavements and potholes…<br>• Lack of things for young people to do (interlinks with perception of crime)<br>• Lack of transport links and affordability<br>• Lack of upskilling, job opportunities and work experience<br>• Lack of access to niche support services such as menopause and bereavement.<br><br>Tonic continue to engage with local community members, Olivia and Jay meet weekly to ensure progression and key community areas are being reached, including those harder to reach groups.<br>**Action** – Board members to actively engage their community networks to complete consultation.<br>**Action –** Olivia to contact Sheltered housing manager to arrange letter drop (Complete – waiting for response) | **May/Matthew** |
| **4.** | **Board documentation** | **For discussion /approval** | • **Action (All) –** Provide feedback and proposed amendments for terms of reference and supporting appendix documents. Provide additional risks to be considered for inclusion on risk register and began to consider conflicts of interest.<br><br>• **Action (Olivia) –** Circulate confirmed documents for signature and completion via Docusign. | **All** |
| **5.** | **Boundary extension proposal** | **For discussion/ approval** | • All board members in agreement to propose a new boundary to be included in the July submission to MHCLG.<br>• Key areas to include within the proposal are nearby schools, leisure centres/ sports facilities and green spaces. | **All** |

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| | | | • 4 maps will be produced to highlight the proposed boundary amendments for final agreement of the board, ensuring the selected amendments meet the criteria such as population within the boundary remaining at a neighbourhood level of 15,000 or less. | |
| **6.** | **AOB**<br>**Board meeting frequency/Venue** | **For discussion** | AOB<br><br>**Action (all) -** Venue options for Wednesday 15th July (10-11:30am) to be sent to Olivia/ Pride in Place inbox. | **All** |

| Action | Ownership / Deadline | Update | Status |
|---|---|---|---|
| Collate proposed area boundary extensions to create a final agreed boundary to be included in July report submission | **All – 25.06.2026** | Agreed proposed boundary to be included in July report submission to MHCLG for decision. | Complete |
| Establish police representative to shadow the board | **Olivia – 25.06.2026** | Olivia has contacted local police Srg for the area and is awaiting a response. Response chased again on 07.07.2026 | On-going |
| Review Terms of Reference documentation | **All – 15.07.2026** | All board members to review and submit comments/amendments to Olivia / Pride in Place inbox | On-going |
| 100 words and a photo to be published on Common Place/ July submission | **All – 03.07.2026** | All board members to complete the 100 words task and submit to Olivia no later than 03.07.2026 | Complete |
| Location for board meeting 15.07.2026 | **All- 15.07.2026** | Confirmation of venue availability to be submitted to Olivia to confirm booking and circulation | On-going |
| Pride in place film created by Basildon Council Communications team (Rich) | **Olivia – 02.07.2026** | Film is in final draft and once approved Olivia to circulate to board members. | Complete |
| Board members to actively engage their community networks to complete consultation. | **All – 15.07.2026** | Board members to explore ways to actively support consultation work, this may be through attending Tonic sessions or independent collection of responses | On-going |
| Circulate confirmed documents for signature and completion via Docusign | **Olivia – 15.07.2026** | Finalised documents will be circulated when available to do so | On-going |

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| contact Sheltered housing manager to arrange letter drop (Complete – waiting for response) | **Olivia – 15.07.2025** | Sheltered housing manager contacted, awaiting response to progress, 07.07.2026 | Complete |

**Submission Deadline:** First report submission due July 17th (boundary extension proposal and neighbourhood board governance) and second submission due November 30th (4 year spend proposal for £8 million)